



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

313-16  
X5  
OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date 5/11/73	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. 73-32		Date Received JUN 22 1973	Application No. 73-436	Date Completed JUN 28 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Uniform Division Driver Services Section Safety Responsibility Unit P.O. Box 1456, Atlanta, Georgia 30301		4. Person to Contact Jean Fletcher <i>JF</i>		
		5. Working Title Supervisor	6. Tel. No. 6098	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series 1951-present	9. Exact Series Title Self Insurance Files.
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10. What is the function of the office in which this record series is created?
- The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries, and property, to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licensing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, requires un-insured motorists to show financial responsibilities upon being involved in an accident. Supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
- Documents relates to issuance of a Certificate of Self Insurance.  
Includes application for Self Insurance (SR 101 Proof of financial responsibility, copy of self insurance certificate and related correspondence.  
File arranged alphabetically by company or individuals name.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1	15		1 & 1/4 in.	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				6 ft.	
			weekly	This Year's	Last Year's
			AVERAGE <del>XXXX</del> REFERENCES	2 or 3 times week	Preceding Year's
					All Prior Years

# QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [x]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what?  
~~Self Insurance may still be in force.~~ ☒ [x] ☐ [ ]

24. REQUIREMENTS. The following requires the files to be kept indefinite years:

- a. ☒ STATE LAW    b. ☒ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Code 92A-615.1

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☒ [x] OTHER see below, then:

- ☐ [ ] Hold in the current files area            month(s)/            year(s):  
☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold            year(s):  
☐ [ ] Destroy.  
☐ [ ] Transfer to State Archives for permanent retention.  
☐ [ ] Destroy immediately after cut-off.  
☒ [x] Other: (Specify)

Hold in current files area until self insured status terminated; then transfer to Records Center 3 years then destroy.

Throw old proof of financial responsibility away when new is furnished. (Annual reports, etc.)

(Indicate briefly rationale for recommendations above/or write additional remarks):

<input checked="" type="checkbox"/> ( ) Concur    ( ) Nonconcur Records Management Officer (Signature) <u>[Signature]</u>		Director Driver Services Section Date <u>6-18-73</u>	
		OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		<u>[Signature]</u>	<u>6-20-73</u>
Agency Head/Designee		<u>[Signature]</u>	<u>6-26-73</u>
State Auditor/Designee		<u>[Signature]</u>	<u>6-22-73</u>
Secretary of State/Designee		<u>[Signature]</u>	<u>6-26-73</u>
Attorney General/Designee		<u>[Signature]</u>	<u>6-26-73</u>
STATE RECORDS COMMITTEE <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved			